

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
SUPERINTENDENT'S ANNUAL CONCESSIONER CONTRACT/PERMIT COMPLIANCE REPORT
OPERATING YEAR:

Form 10-630 (Rev. 7/83)

PARK	
CONCESSIONER	
CONTRACT NO	
PERMIT NO.	

COMPLIANCE

			Yes	No	N/A			Yes	No	N/A
* Denotes "Special Attention" Items										
*	1.	Building and Improvement Program				*	7.	Accounting Records & Rpts		
	2.	Accommodations, Facilities & Services				*	8.	Franchise Fee		
	3.	Plant, Personnel and Rates					9.	Bond and Lien		
*	4.	Maintenance					10.	Assignment		
	5.	Possessory Interest					11.	Subconcession		
*	6.	Utilities				*	12.	Insurance		

CONTRACT/PERMIT COMPLIANCE RATING: (Satisfactory, Marginal, Unsatisfactory)

Superintendent's Signature	
Concessioner's Signature (To signify receipt of rating)	

CONTRACT/PERMIT COMPLIANCE CHECKLIST

		YES	No	N/A
*1. BUILDING AND IMPROVEMENT PROGRAM (Item 1 of Instructions)				
A.	Does the contract contain a building & improvement program?			
B.	If the answer to (A) above is yes,			
(1)	Is any portion of such program applicable to this rating period?			
(2)	If (1) above is yes, have plans and specifications been submitted and approved by the Superintendent?			
(3)	What portion(s) of the building and improvement program has been completed during this rating period?			
(4)	What was starting date as stated in the contract?			
(5)	When was actual starting date?			
(6)	When is completion date?			
(7)	If already completed, give date:			
(8)	Has the concessioner submitted documentation to evidence expenditures of the program?			
(9)	(ACCESSIBILITY OF FACILITIES TO HANDICAPPED PERSONS TO BE ADDED AT A LATER DATE)			
	COMMENT:			
2. ACCOMMODATIONS, FACILITIES AND SERVICES (Item 2 of Instructions)				
A.	Are all accommodations facilities and services required/authorized?			
B.	Are any services being provided that are not authorized under this contract/permit?			
	If yes, please list:			
C.	(1) Does the concessioner have a preferential right to new or additional service?			
	(2) If such new or additional services have been identified by the NPS, has the concessioner agreed to provide them?			
	If the answer to (2) above is no, explain:			
3. PLANT, PERSONNEL AND RATES (Item 3 of Instructions)				
A.	Does the concessioner meet the criteria for needing an affirmative action plan? (See item #3 of instructions for criteria.)			
	If the answer is no, disregard the next question. if yes:			
(1)	Does the concessioner have a written affirmative action plan?			
	If the answer is no, explain:			
B.	Are EEO posters furnished and adequately displayed?			
C.	Have current rates used by the concessioner been approved by the Superintendent and properly documented by supporting rate approval studies in accordance with the Rate Approval Program Guidelines in NPS-48?			
	If the answer is no, explain:			
*4. MAINTENANCE (Item 5 Instructions)				
A.	Has the concessioner fulfilled the terms of any maintenance agreement including the dollar amount if stipulated?			
	If "NO", give reason:			
5. POSSESSORY INTEREST (Item 6 of Instructions)				
A.	Has the concessioner			
	(a) made any capital improvements to government improvements?			

	(b) acquired any possessory interest in concessioner's improvements not listed on the exhibit to the contract during this rating period?			
	If yes, list:			
B.	Was prior written approval given by the Service for these improvements?			
*6. UTILITIES (Item 7 of Instructions)				
A.	List utility services provided by the park for the concessioner:			
B.	If the concessioner is charged for the service(s) provided, has he paid for them in a timely manner?			
*7. ACCOUNTING RECORDS AND REPORTS (Item 8 of Instructions)				
A.	If this is the first year of a contract, was the opening balance sheet required by contract provision?			
	If "YES", when was it submitted?			
B.	Considering the most recent Annual Financial Report (AFR) due within this rating period:			
	(1) Give date AFR was due:			
	(2) Date AFR was submitted:			
C.	Was AFR audited by an independent licensed or certified public accountant, if required?			
*8. FRANCHISE FEE (Item 9 of Instructions)				
A.	Are there franchise fees (including building use fees) past due from the concessioner?			
B.	For the last 12 months, list due date and date paid for franchise fees: (NOTE: Some concessioners are required to pay more than once a year)			
	DUE		DUE	
	PAID		PAID	
	DUE		DUE	
	PAID		PAID	
C.	If applicable, what is the next date for renegotiation of franchise fees?			
D.	Are the amount of sales claimed as exempt from franchise fee supported by invoices bearing a certification by the seller that the items meet NPS standards for native American and Indian handicraft items?			
9. BOND AND LIEN (Item 10 of Instructions)				
A.	Was a bond required by the contract?			
	If yes, give amount and date posted?			
	If a bond was not required, mark item 9 of rating sheet "N/A".			
10. ASSIGNMENT (Item 13 of Instructions)				
A.	If this concession operation has been sold to a successor during this evaluation year, has the successor fulfilled all obligations stipulated by the NPS in (1) letter(s) of contingent and/or final approval, or (2) the assignment, acceptance and approval document?			
B.	If the name of the business has changed in the past year, give new name:			
11. SUBCONCESSION (Item 14 of Instructions)				
A.	Are there any agreements with third parties to provide any services authorized or required in the contract/permit with the concessioner?			
B.	If the answer is "YES", what services do they provide? (List):			
C.	Are all such arrangements covered by an NPS approved subconcession contract?			
	If the answer is no, explain:			
*12. INSURANCE (Item 15 of Instructions)				
Fill out the attached Insurance Review Checklist first; it will enable you to answer the questions below. CAUTION: The current NPS insurance requirements are applicable to contracts based on SOR's published after May 1, 1981. Earlier contracts may vary substantially and some questions in the checklist may not apply. Answer those which do apply and attach the checklist anyway because it provides data which WASO needs.				
A.	Has concessioner provided the Superintendent with a Certificate of Insurance or Broker's Analysis?			
B.	Has the concessioner purchased all required property coverages in the amount required?			
C.	Has the concessioner purchased all the required liability coverages in the amount required?			
D.	Has the concessioner had inserted in all insurance policies appropriate clauses as required in the concession contract?			
	If no, explain:			